

OMNIBUS MOTION
Eastern Oklahoma Presbytery
September 16, 2011

B-1

The purpose of the Omnibus Motion is to reduce the amount of time the Presbytery spends on routine matters. The Omnibus Motion contains only items that are assumed to be routine business and need no discussion. If you believe any of these items needs to be discussed, ask the moderator to lift that particular motion. However, please be prepared to identify your question or comment when the matter comes before the Presbytery for a vote.

1. From the Stated Clerk:
That those members requesting excused absences from this meeting be excused.

2. From Finance & Administration:
That Eastern Oklahoma Presbytery receive the June 30, 2011, Treasurer's Report.

3. From Council:
That Eastern Oklahoma Presbytery approve the following dates and locations for 2012 stated presbytery meetings and the projected dates for 2013 stated presbytery meetings:

2012 Stated Meetings:

Tuesday, March 6	Sapulpa, First
Saturday, June 2	Bartlesville, First
Fri-Sat, Sept 21-22	Dwight Mission Camp & Conference Center, Vian
Tuesday, Dec 4	Hugo, First

2013 Stated Meetings:

Tuesday, March 5	TBA
Fri-Sat, June 7-8(?)	Tri-Presbytery (Indian Nations) - dates tentative
Fri-Sat, Sept 20-21	Dwight Mission Camp & Conference Center, Vian
Tuesday, Dec 3	Goodland Academy, Hugo

EASTERN OKLAHOMA PRESBYTERY

YTD Financial Report --Budget vs. Actual

January through June 2011

	Jan - Jun 11	Budget
Ordinary Income/Expense		
Income		
004100 · Recurring Revenue		
004125 · Mission Giving		
004126 · Unified Mission Giving	152,537.62	281,933.00
004127 · GA Designated Giving	70.72	5,585.00
004128 · SYNOD Designated Giving	174.96	2,600.00
004129 · EOP Designated Giving	50,793.22	121,375.00
Total 004125 · Mission Giving	203,576.52	411,493.00
004150 · Other Recurring		
004151 · Interest	11,033.16	27,500.00
004152 · EOP Endowment	0.00	5,500.00
004153 · Donations	462.50	4,000.00
004160 · Other Income	1,545.00	0.00
Total 004150 · Other Recurring	13,040.66	37,000.00
Total 004100 · Recurring Revenue	216,617.18	448,493.00
004200 · Non-Recurring Revenue		
004205 · GA/SYNOD Grants	0.00	0.00
004210 · EOP Restricted Funds	12,402.18	37,500.00
Total 004200 · Non-Recurring Revenue	12,402.18	37,500.00
004300 · Non-Operating Revenue		
004305 · One Great Hour of Sharing	27,574.91	0.00
004310 · Christmas Joy Offering	6,475.36	0.00
004315 · Pentecost Offering	305.80	0.00
004320 · Peacemaking Offering	1,003.05	0.00
004325 · Theological Education Fund	3,931.86	0.00
004330 · Hunger	0.00	0.00
004335 · EOP Special Giving	1,658.11	0.00
004340 · SYNOD Special Giving	0.00	0.00
004345 · GA Special Giving	10,024.83	0.00
Total 004300 · Non-Operating Revenue	50,973.92	0.00
Total Income	279,993.28	485,993.00
Gross Profit	279,993.28	485,993.00
Expense		
600000 · Constitutional Work		
600005 · Presbytery Meetings		
600006 · Presbytery Meeting	25.00	3,000.00
600007 · Presbytery Child Care	0.00	400.00
Total 600005 · Presbytery Meetings	25.00	3,400.00

EASTERN OKLAHOMA PRESBYTERY
YTD Financial Report --Budget vs. Actual
 January through June 2011

2:01 PM
 08/11/11
 Cash Basis

	Jan - Jun 11	Budget
600015 · Moderator's Expense	0.00	1,500.00
600025 · Committee Travel	968.59	3,000.00
600035 · Committee on Ministry		
600036 · Care of Pastors	3,000.00	3,000.00
600037 · CLP Admin	-2,884.01	500.00
Total 600035 · Committee on Ministry	115.99	3,500.00
600045 · Preparation for Ministry		
600046 · Prep for Ministry Resources	0.00	100.00
600047 · Care of Candidates	5,436.18	10,000.00
600048 · Career Counseling	0.00	2,000.00
Total 600045 · Preparation for Ministry	5,436.18	12,100.00
600055 · Presbytery Resource Teams	0.00	0.00
600065 · Nominating Committee	0.00	100.00
600075 · Representation Committee	0.00	100.00
600085 · Trustees	0.00	500.00
600095 · Presbytery Council	477.27	3,000.00
600105 · Finance & Administration	0.00	100.00
600115 · Admin & Judicial Commissions		
600116 · Admin Commissions	0.00	100.00
600117 · Judicial Commissions		
Total 600115 · Admin & Judicial Commissions	0.00	200.00
Total 600000 · Constitutional Work	7,023.03	27,500.00
600200 · Program Committees		
600205 · Care of Church Professionals		
600206 · Support of Church Prof	1,000.00	1,000.00
600207 · Educational Seminars	0.00	1,000.00
600208 · Membership & Resources	0.00	500.00
Total 600205 · Care of Church Professionals	1,000.00	2,500.00
600215 · Connecting Congregations		
600216 · Committee Days	600.00	1,200.00
600217 · GA Commissioners	0.00	1,200.00
600218 · Presbyterian Women	0.00	1,000.00
600219 · Historical Society	0.00	50.00
600220 · EOP Orientation & Recognition	0.00	450.00
600221 · EOP Connections & Promotions	0.00	500.00
600222 · Disaster Response & Recov Team	0.00	1,000.00
Total 600215 · Connecting Congregations	600.00	5,400.00

EASTERN OKLAHOMA PRESBYTERY
YTD Financial Report --Budget vs. Actual
 January through June 2011

2:01 PM
 08/11/11
 Cash Basis

	Jan - Jun 11	Budget
600235 · Developing Congregations		
600236 · Congregational Evangelism	716.00	14,000.00
600237 · Wee Kirk Conference	0.00	500.00
600238 · Evangelism Grants	0.00	6,000.00
600239 · Hispanic Fellowship	0.00	2,000.00
600240 · Park Hill Church	375.00	750.00
600241 · Indian Parish	1,500.00	3,000.00
600242 · St Paul Presb Church	0.00	250.00
600243 · Choctaw Agency	6,000.00	12,000.00
Total 600235 · Developing Congregations	8,591.00	38,500.00
600255 · Resourcing Congregations		
600256 · Resource Center		
600257 · Resource Center Contingency	0.00	250.00
600258 · Resource Center Subscriptions	1,024.00	1,400.00
600259 · Resource Center Resources	273.26	850.00
600260 · Resource Center Equip & Repairs	23.49	250.00
Total 600256 · Resource Center	1,320.75	2,750.00
600265 · Youth Council	520.00	1,200.00
600266 · Youth Triennium	0.00	3,000.00
600267 · Youth Leaders	0.00	350.00
600268 · Dwight Mission	13,750.00	27,500.00
600269 · Campus Ministry Grants	0.00	500.00
600270 · Networks		
600271 · P.A.C.E./A.P.C.E.	0.00	450.00
600272 · Assn Pbn Administrators	0.00	50.00
Total 600270 · Networks	0.00	500.00
600275 · Officer Training Retreat	0.00	250.00
600276 · SYNOD Newsletter	0.00	100.00
Total 600255 · Resourcing Congregations	15,590.75	36,150.00
600285 · Mission Committee		
600286 · Mission Communication	0.00	150.00
600287 · Malawi Partnership	660.00	8,000.00
600288 · Peacemaking	0.00	1,000.00
600289 · Hunger	3,500.00	1,000.00
600290 · Children at Risk	2,000.00	1,000.00
600291 · Goodland Academy	3,000.00	6,000.00
600292 · Okla Conference of Churches	500.00	1,000.00
600293 · Tulsa Metropolitan Ministry	500.00	1,000.00
600294 · Prison Ministry	0.00	0.00
600295 · Mission Conferences	0.00	600.00

EASTERN OKLAHOMA PRESBYTERY
YTD Financial Report --Budget vs. Actual
 January through June 2011

2:01 PM
 08/11/11
 Cash Basis

	Jan - Jun 11	Budget
600296 · Literacy & Evangelism Int'l	500.00	1,000.00
600297 · Mission Yearbooks	322.60	0.00
Total 600285 · Mission Committee	10,982.60	20,750.00
Total 600200 · Program Committees	36,764.35	103,300.00
600400 · The Larger Church		
600405 · General Assembly Mission		
600406 · GA Mission	0.00	0.00
600407 · GA Per Capita	26,002.12	53,514.00
Total 600405 · General Assembly Mission	26,002.12	53,514.00
600415 · SYNOD Mission	9,327.22	19,516.00
600425 · GA Special Giving	10,024.83	0.00
600435 · SYNOD Special Giving	0.00	0.00
600445 · EOP Special Giving	2,841.22	0.00
600455 · One Great Hour of Sharing	27,574.91	0.00
600465 · Christmas Joy Offering	6,475.36	0.00
600475 · Pentecost Offering		
600476 · GA Pentecost Offering (60%)	183.48	0.00
600477 · EOP Pentecost Offering (40%)	122.32	0.00
Total 600475 · Pentecost Offering	305.80	0.00
600485 · Peacemaking Offering		
600486 · GA Peacemaking (66.6%)	668.03	0.00
600487 · SYNOD Peacemaking (11.1%)	111.34	0.00
600488 · EOP Peacemaking (22.3%)	223.68	0.00
Total 600485 · Peacemaking Offering	1,003.05	0.00
600495 · Theological Educ Fund	3,931.86	0.00
Total 600400 · The Larger Church	87,486.37	73,030.00
600600 · Personnel Costs		
600605 · General Presbyter		
600606 · General Presbyter Salary	30,857.98	61,716.00
600607 · General Presbyter Housing	11,500.06	23,000.00
600608 · General Presbyter Pension & Med	13,342.80	26,686.00
600609 · General Presbyter Car/Travel	3,953.94	10,000.00
600610 · General Presbyter Study Allow	0.00	1,200.00
600611 · General Presbyter Med Reimb	2,000.00	2,000.00
Total 600605 · General Presbyter	61,654.78	124,602.00

EASTERN OKLAHOMA PRESBYTERY
YTD Financial Report --Budget vs. Actual
 January through June 2011

2:01 PM
 08/11/11
 Cash Basis

	Jan - Jun 11	Budget
600615 · Associate General Presbyter		
600616 · Assoc Gen'l Presb Salary	5,361.00	5,361.00
600617 · Assoc Gen'l Presb Housing	2,750.00	2,750.00
600618 · Assoc Gen'l Presb Pension	2,600.98	2,555.00
600619 · Assoc Gen'l Presb Travel	1,289.97	1,500.00
600620 · Assoc Gen'l Presb Cont Ed	0.00	0.00
600621 · Supplemental Life - Co Pd	0.00	
Total 600615 · Associate General Presbyter	12,001.95	12,166.00
600625 · Stated Clerk		
600626 · Stated Clerk Salary	10,648.96	21,298.00
600627 · Stated Clerk Travel	722.32	4,500.00
600628 · Stated Clerk FICA	0.00	1,629.00
Total 600625 · Stated Clerk	11,371.28	27,427.00
600635 · Dir Cong'l Resources & Comm		
600636 · Dir Cong Resource Salary	10,648.96	21,298.00
600637 · Dir Cong Resource FICA	0.00	1,629.00
600638 · Dir Cong Resource Travel	1,387.63	1,700.00
600639 · Dir Cong Resource Cont Ed	0.00	600.00
Total 600635 · Dir Cong'l Resources & Comm	12,036.59	25,227.00
600645 · Administrative Assistant		
600646 · Admin Asst Salary	12,989.65	28,850.00
600647 · Admin Asst Pension & Medical	3,613.74	10,106.00
600648 · Admin Asst FICA	0.00	2,303.00
600649 · Admin Asst Travel	55.59	775.00
600650 · Admin Asst Cont Ed	0.00	500.00
600651 · Admin Asst Med Reimb	0.00	1,250.00
Total 600645 · Administrative Assistant	16,658.98	43,784.00
600655 · Financial Secretary		
600656 · Financial Secretary Salary	2,450.00	2,450.00
600657 · Financial Secretary Pens & Med	851.58	778.00
600658 · Financial Secretary FICA	0.00	187.00
600659 · Financial Secretary Med Reimb	167.00	167.00
Total 600655 · Financial Secretary	3,468.58	3,582.00
600680 · Recording Clerk		
600681 · Record. Clk Salary	0.00	0.00
600682 · Record. Clk FICA	0.00	0.00
600683 · Record. Clk Travel	0.00	0.00
600680 · Recording Clerk - Other	0.00	0.00
Total 600680 · Recording Clerk	0.00	0.00

EASTERN OKLAHOMA PRESBYTERY
YTD Financial Report --Budget vs. Actual
 January through June 2011

	Jan - Jun 11	Budget
600685 · Workers Compensation	638.75	1,500.00
600690 · Additional Secretarial Support	2,255.00	1,575.00
600695 · Salary & Benefits Adjustment	0.00	0.00
Total 600600 · Personnel Costs	120,085.91	239,863.00
600700 · Administrative Costs		
600705 · Office Rent	6,813.48	14,000.00
600715 · Office Postage & Telephone		
600716 · Postage	533.29	3,500.00
600717 · Telephone	1,717.33	4,300.00
Total 600715 · Office Postage & Telephone	2,250.62	7,800.00
600725 · Office Equipment & Maintenance		
600726 · Equipment & Maintenance	0.00	400.00
600727 · Copier Maintenance	1,751.89	5,000.00
600728 · Computer Expense	940.15	4,000.00
Total 600725 · Office Equipment & Maintenance	2,692.04	9,400.00
600735 · Office Supplies		
600745 · Audit, Legal, Insurance, Bank	1,784.20	4,000.00
600746 · Audit	0.00	4,000.00
600747 · Insurance	2,053.25	2,300.00
600748 · Legal Services	0.00	200.00
600749 · Bank Charges	7.00	100.00
Total 600745 · Audit, Legal, Insurance, Bank	2,060.25	6,600.00
600755 · Contingencies	88.12	500.00
Total 600700 · Administrative Costs	15,688.71	42,300.00
600850 · Payroll Expenses	2,810.45	
Total Expense	269,858.82	485,993.00
Net Ordinary Income	10,134.46	0.00
Net Income	10,134.46	0.00

EASTERN OKLAHOMA PRESBYTERY
Balance Sheet
 As of June 30, 2011

B-8

	<u>Jun 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
001011 · Gen Oper- (PILP) Mature 07/5/12	37,500.00
001012 · Gen Oper-(PILP) Mature 07/5/15	37,500.00
001015 · EOP Operating Account	363,353.48
001025 · EOP Reserve Fund	273,521.30
001040 · EOP Endowment (PCUSA FDN)	100,612.28
001045 · EOP Financial Mgmt (TPF)	812,489.32
001050 · Malawi GP (PCUSA FDN)	40,187.20
001055 · EOP Investment Acct (PCUSA FDN)	348,314.77
001060 · Petty Cash	100.00
Total Checking/Savings	<u>2,013,578.35</u>
Total Current Assets	<u>2,013,578.35</u>
TOTAL ASSETS	<u>2,013,578.35</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
002001 · Federal W/H Taxes	10.00
002002 · Social Sec Taxes - Employee	22.05
002008 · Social Sec Taxes - Employer	-47.27
002003 · Medicare Taxes - Employee	7.61
002010 · Medicare Taxes - Employer	7.61
002004 · State W/H Taxes	-9.14
002019 · Transfers	
002020 · Transfer	7,887.45
Total 002019 · Transfers	<u>7,887.45</u>
Total Other Current Liabilities	<u>7,878.31</u>
Total Current Liabilities	<u>7,878.31</u>
Total Liabilities	7,878.31
Equity	
30000 · Opening Balance Equity	-1,466.18
32000 · Unrestricted Net Assets	-9,605.16
390000 · Fund Balances	
399988 · EOP Financial Mgmt (TPF)	812,489.32
399989 · EOP Investment Acct (PCUSA FDN)	348,314.77
399991 · Eastern Oklahoma	352,334.21
399993 · PCUSA Foundation/Malawi G.P.	40,187.20
399994 · EOP Endowment (PCUSA FDN)	100,612.28
399996 · Petty Cash	100.00
399999 · General Operating (PILP)	75,000.00
Total 390000 · Fund Balances	<u>1,729,037.78</u>
400000 · Temporarily Restricted	
008010 · CHOC Study Reserve	698.12
008030 · Church Markers	2,745.14
008040 · CLP Travel	250.00
008060 · Disaster Relief	3,569.75
008075 · Sale of Property Fund	27,541.77
008076 · Staff Sabbatical Fund	16,584.17
008080 · Emergency Care of Pastors	1,167.83
008100 · Church Development/Redevelop	119,090.93
008110 · GP Study Reserve	6,617.49
008112 · AA Study Leave	1,150.00
008114 · AGP Study Leave	1,802.52
008117 · DCR Study Reserve	169.00
008118 · Broken Arrow Presb Church/Loan	-5,000.00
008120 · Hunger Program	309.52

9:27 AM

08/11/11

Accrual Basis

EASTERN OKLAHOMA PRESBYTERY

Balance Sheet

As of June 30, 2011

B-9

	<u>Jun 30, 11</u>
008130 · Lay Pastor Training	849.09
008140 · Office Equipment Contingency	-1,001.00
008150 · Peacemaking Program	5,409.41
008170 · R/E Parish Nalep	9,303.79
008180 · R/E Youth Scholarships	271.48
008190 · Reserve Candidates Scholarships	21,339.98
008210 · Reserve Pentecost	764.32
008220 · Youth Triennium	1,702.14
008223 · GA Commissioners Expense	955.00
008224 · Trustees Reserve	9,838.35
008226 · Goodspring Presbyterian Church	8,929.69
008514 · Livingstonia Theological Colleg	538.80
008530 · Malawi Gen. Partnership	36,801.85
008540 · Malawi Ministry/Debbie Chase	1,550.00
008542 · Malawi/Twinning	1,650.00
008551 · Malawi Teacher's Fund	2,000.00
Total 400000 · Temporarily Restricted	<u>277,599.14</u>
Net Income	<u>10,134.46</u>
Total Equity	<u>2,005,700.04</u>
TOTAL LIABILITIES & EQUITY	<u>2,013,578.35</u>

COUNCIL REPORT

C-1

1. The Minutes of the June 10-11, 2011, Stated Meeting were approved.
2. Correspondence was available for review.
3. Attendance at the last Committee day was reviewed.
4. Evaluations of the last March Stated Meeting were discussed.
5. Plans for the September Stated Meeting were completed.
6. Plans were discussed for future meetings.
7. Dates and locations for meetings in 2012 and 2013 were detailed.
8. These motions regarding Restricted Funds were made, seconded, and passed:

008010, Choctaw Study Reserve, \$698.12,
move to Operating Fund

008180, R/E Youth Scholarships, \$271.48,
move to Operating Fund

008075, Sale of Property Fund, \$27,5641.77,
move \$10,000 to Office Equipment
move \$5,000 to offset Broken Arrow loan
move \$12,000 to Operating Fund

008114, AGP Study Leave, \$1,802.52,
move to Care of Pastors as a designated gift.

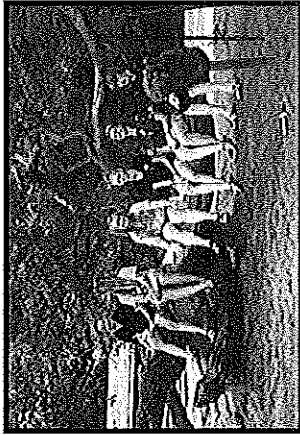
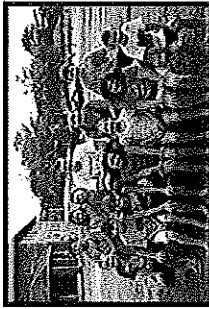
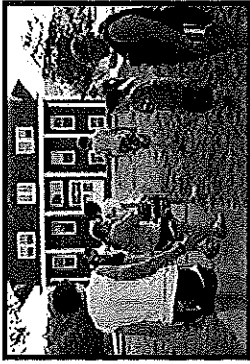
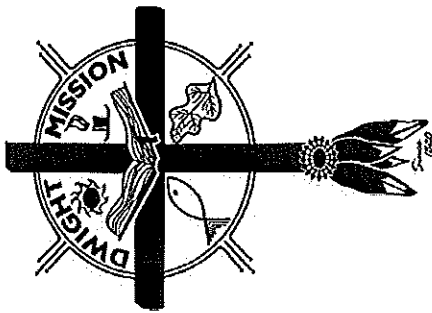
D-1

TO: Eastern Oklahoma Presbytery
FROM: The Personnel Committee
DATE: August 31, 2011
RE: The Resignation of the Stated Clerk

It is with deep regret that the Personnel Committee will bring a motion to the September presbytery meeting to accept the resignation, as of December 31, 2011, of Dana Bailey, our Stated Clerk. Dana has been a faithful servant, serving this presbytery not only as Stated Clerk but also as a lay preacher. She has served with a calm, steady demeanor. She will be missed. However, we feel fortunate that she and her husband, Bill, will remain in our presbytery. We will celebrate her years of service at our December meeting.

The Personnel Committee has the responsibility to fill this important position. A reminder of those who serve on the committee: Rev. Cathy Hamrick, Rev. Charles Kriner, Bonnie Smith, Rev. Teri Summers-Minette, and Anna Milligan, Moderator. We will welcome your suggestions and input.

Blessings.



Dwight Mission 2011

Cimarron Presbytery	59
Eastern Oklahoma Presbytery	152
Indian Nations Presbytery	152
Non-OK PC Churches	106
No Church Listed	48

517 Total Campers

**Touching
Generations
for Jesus**

**Dwight Mission 2011
Summer Camp
Demographics**

Eastern Oklahoma Presbytery

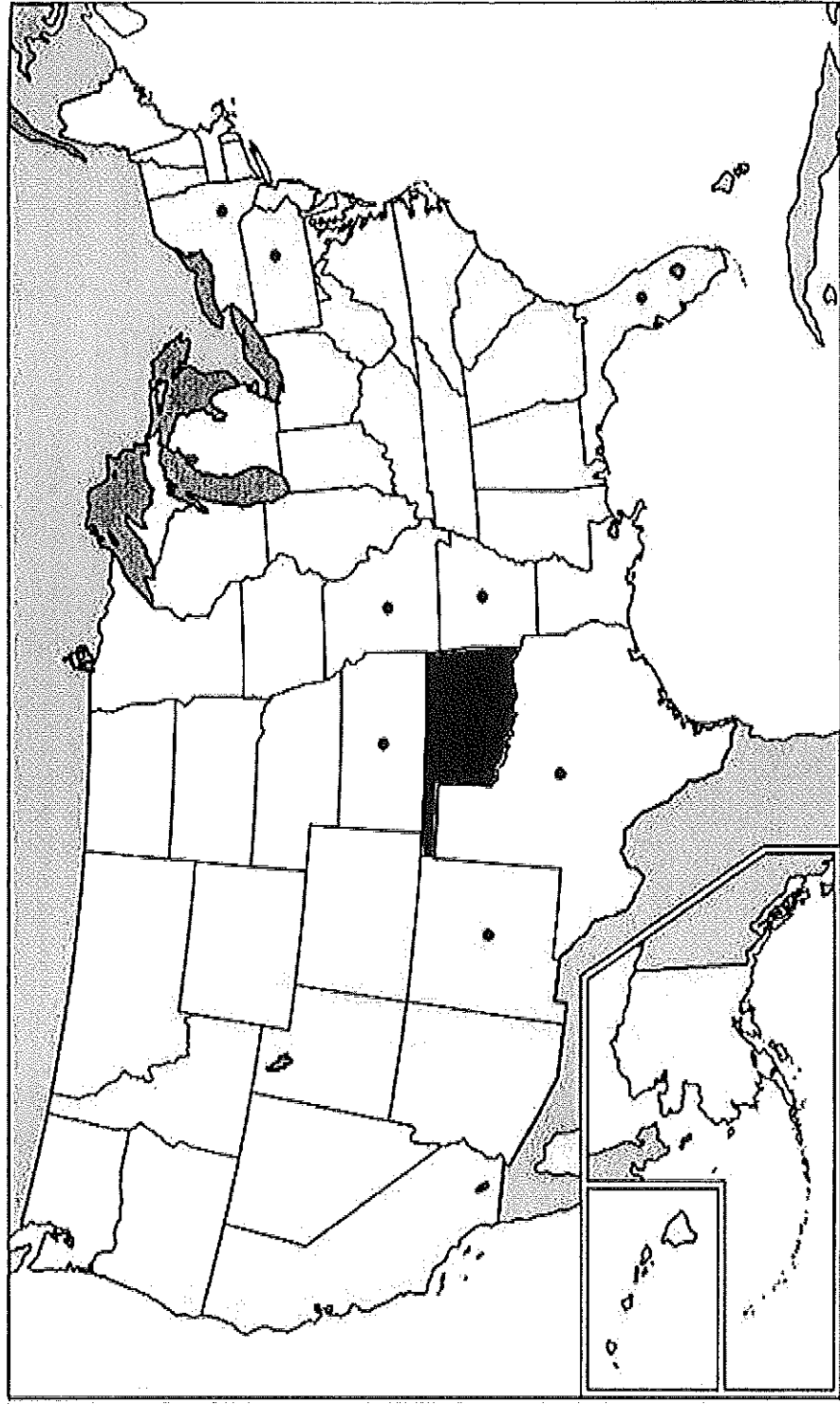
Church	City	State	Presbytery	Number
Bethany PC-Muskogee	Muskogee	OK	EOP	5
FBC-Broken Arrow	Broken Arrow	OK	EOP	1
FPC-Bartlesville	Bartlesville	OK	EOP	1
FPC-Bristow	Bristow	OK	EOP	6
FPC-Broken Arrow	Broken Arrow	OK	EOP	4
FPC-Chelsea	Chelsea	OK	EOP	1
FPC-Claremore	Claremore	OK	EOP	10
FPC-Durant	Durant	OK	EOP	3
FPC-McAlester	McAlester	OK	EOP	4
FPC-Miami	Miami	OK	EOP	8
FPC-Okmulgee	Okmulgee	OK	EOP	2
FPC-Pawhuska	Pawhuska	OK	EOP	4
FPC-Sallisaw	Sallisaw	OK	EOP	13
FPC-Sand Springs	Sand Springs	OK	EOP	3
FPC-Sapulpa	Sapulpa	OK	EOP	17
FPC-Tahlequah	Tahlequah	OK	EOP	7
FPC-Tulsa	Tulsa	OK	EOP	21
FPC-Wagoner	Wagoner	OK	EOP	3
FUPC-Skiatook	Skiatook	OK	EOP	4
Grace Presbyterian	Grove	OK	EOP	5
John Calvin PC-Tulsa	Tulsa	OK	EOP	7
John Knox PC-Tulsa	Tulsa	OK	EOP	6
Parkhill PC	Parkhill	OK	EOP	2
Southminster Presbyterian	Tulsa	OK	EOP	7
St. Andrew's PC	Tulsa	OK	EOP	3
St. James PC-Jenks	Jenks	OK	EOP	2
Trinity Presbyterian	Bixby	OK	EOP	3
				152 Campers

2011 Dwight Mission Summer Camp Region Information

A Dot on the map indicates the states in which campers came from to attend Dwight Mission in 2011

Camper: State	Camper: Number
AR	11
FL	2
KS	7
MO	8
NM	3

Camper: State	Camper: Number
NY	1
OK	472
PA	1
TX	12



**TO: CLERKS OF SESSION
FROM: CONNECTING CONGREGATIONS
COMMITTEE**

F-1

**WHEN WAS THE LAST TIME YOU HAD YOUR
MINUTES & RECORDS READ?**

We want to make it as easy and convenient as possible for you to meet the “Book of Order” requirements to have these documents examined annually. The Committee has tried several ways to help you over the years – some have worked better than others.

Here are the opportunities that will be offered this year:

- 1. August 21, First Church McAlester**
- 2. September 16-17, Presbytery Retreat at Dwight Mission**
- 3. October 16, John Calvin Presbyterian Church, Tulsa**
- 4. You may bring your minutes and records to the Presbytery office at any time to have them examined.**

We also need help from Clerks of Session to help with the review of minutes and records.

One last request:

Please fill out the enclosed forms ahead of time to assist the people reviewing the minutes to be able to do so in a timely manner.

Thank You!

ANNUAL REVIEW OF SESSION MINUTES -- EASTERN OKLAHOMA PRESBYTERY

F-2

CHURCH NAME _____

ADDRESS _____ TOWN AND ZIP _____

DATE OF LAST REVIEW _____ THIS REVIEW DATE _____

LAST YEAR'S CLERK _____ THIS YEAR'S CLERK _____

LAST MODERATOR _____ CURRENT MODERATOR _____

TO THE CLERK OF SESSION AND MODERATOR: Thank you for your important service in maintaining accurate records. The purpose of these sheets is to aid you and the reader in knowing some items to verify as included in Minutes, Rolls, and Registers. Please complete this checklist before the review by putting page numbers where items may be found. Minutes are checked for *Book of Order* requirements, not content.

- | | PAGE
NUMBERS |
|--|-----------------|
| 1. Pages are numbered consecutively. Each meeting date, meeting place, full church name, and moderator are recorded. | _____ |
| 2. Minutes are legibly typed, printed, or written legibly. | _____ |
| 3. Minutes list each elder present, excused, or absent. | _____ |
| 4. Minutes list the moderator of each meeting. | _____ |
| 5. Minutes were approved; any changes made without excessive erasures/whiteouts/additions/no blank space. | _____ |
| 6. Minutes are in chronological order and signed by the clerk; moderator and clerk attest congregational meetings. | _____ |
| 7. Minutes include corrections made to the minutes. | _____ |
| 8. Minutes indicate session met at least once each quarter. | _____ |
| 9. Minutes indicate a quorum was present. | _____ |
| 10. Minutes indicate opening and closing with prayer. | _____ |
| 11. Minutes include the annual election, examination, ordination, installation of each elder and deacon. | _____ |
| 12. Minutes state the composition and representation of the session with regard to racial ethnic members, women/men, age groups, and persons with disabilities, and how this corresponds to the composition of the congregation. | _____ |
| 13. Minutes record that the session reviews the rolls of members at least annually. | _____ |
| 14. Minutes show a summary of the treasury including: beginning balance/income/expenses/ending balance/ all funds and investments/monthly/quarterly/annual summaries. | _____ |
| 15. Treasurer elected annually by session. | _____ |

- 16. Minutes reflect a full financial review of all books and records at least once each year. _____
- 17. Property and liability insurance is adequate to protect facilities, programs, and officers. _____
- 18. Minutes reflect session authorizing all observances of the Lord's Supper during regular worship at least quarterly. _____
- 19. Minutes reflect approved communion served elsewhere, such as homes, hospitals, care homes, retreats, etc. List names of persons present at such occasions. _____
- 20. Minutes include full particulars about baptism of adults and infants. _____
- 21. Minutes include full particulars of all members received or dismissed, and the way they were received or dismissed. If received by transfer, the church name and city should be included. _____
- 22. Minutes include the name of elder(s) elected to serve as Commissioner to Presbytery, and the term of his/her election. _____
- 23. Minutes indicate Commissioner(s) to Presbytery reported back to the session. _____
- 24. Minutes must report strict observation of the procedures and results of every case of discipline. _____
- 25. Minutes must reflect annual review by the congregation of the adequacy of the compensation of the pastor(s). _____
- 26. Minutes must list all changes in the terms of call for the pastor(s). _____
- 27. Special Meetings Minutes show by call of moderator or by two (2) Named members of session in writing with reasonable notice. _____
- 28. Minutes reflect that annual statistical report was forwarded to Presbytery. _____
- 29. Minutes reflect annual mission pledge was forwarded to Presbytery as well as any special offerings authorized. _____

COMMENTS BY CLERK OF SESSION and/or MODERATOR

COMMENTS BY PRESBYTERY READERS

Reviewed by Eastern Oklahoma Presbytery

Name _____ Date _____

Exceptions _____

ROLLS AND REGISTERS

CHURCH _____

F-4

G-5.0502

ROLLS

1. "The session shall review the rolls of members at least annually and shall counsel with those who have neglected the responsibilities of membership."
2. Categories of Membership _____
 - Baptized -- Baptized but has not made a profession of faith in Jesus Christ as Lord and Savior
 - Active -- Made profession, baptized, received, voluntary submission to church government, participates in work and worship/may take communion, present children for baptism, participate in congregational meetings, vote, hold office
 - Inactive -- Does not participate /cannot speak in congregational meetings, vote, hold office
 - Affiliate -- Active member of another church in this denomination or another denomination or Christian body who has temporarily moved from the community where the church of active participation is situated, has presented a certificate of good standing from the appropriate governing body of the church and has been received by the session as an affiliate/cannot vote or hold office
3. Deletions _____
 - Transfer
 - Church Dissolved
 - Request for termination
 - Joins another church without regular transfer or renounces Jurisdiction
 - Nonresident (inactive for one year)
 - Moved with no known address (after one year)
 - Inactive (after two years)
 - Death (record date of death and delete)

1. Marriages – marriages of all members of the church, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property _____
2. Baptisms – _____
 Infant Baptisms – include name, parents' names, date of birth, names of persons presenting the children _____
 Adult Baptisms – include name, parents' names, date of birth _____
3. Elders – include name of church in which ordained, date of ordination, terms of active service, record of removals _____
4. Deacons – include name of church in which ordained, date of ordination, terms of active service, record of removals _____
5. Pastors, Co-Pastors, Associate Pastors, Interim Pastors, Stated Supplies, Parish Associates – include dates of service _____